

Iowa Governor's Boards and Commissions

Welcome to the Iowa Boards and Commissions website. We are very pleased you are interested in serving on a board or commission. These boards and commissions play a very important part in the daily running of the government and the lives of the people of Iowa.

We have automated the process of applying for boards and commissions in order to make this an easier process for you, the applicant, as well as for the administration to maintain. Please follow the instructions outlined below. If you have any problems or issues, please contact Lynn McRoberts at Lynn.mcroberts@iowa.gov or at 515.725.3516.

1. In order to get to this page, you have already accessed our website, <http://openup.iowa.gov/>.
2. Select the following link from the bottom left of the web page: "Sign in Using A&A"
3. The State uses a common Authentication and Authorization application to identify you.
 - a. If you have signed up to receive School Alerts, DPS Email Notifications or Sex Offender Registry emails you already have an account.
 - b. There are many other programs that also use the A&A Application.
 - c. If you already have an account, you may use the same account ID and password.
 - d. If you have an account ID, your account will typically end with "@iowaid". For example, LastName.FirstName@iowaid.
4. If you do not have an account ID, you will need to create one.
 - a. Once you have selected the link in Step 2, you will need to select the tab titled "Create an Account".
 - b. You will be asked for your last name, first name and email address.
 - c. An account ID will be assigned to you. You may change the account ID if you wish.
 - d. You will receive an email at the address you provided. The email will contain a link. Please select the link in order to complete the process.
 - e. You will be asked to complete three security questions.
 - f. You will need to create a password. The password must be at least eight (8) characters in length (it can be longer). It must contain one upper case letter, one lower case letter and one number.

- g. Once you have completed the account sign up process, you will be returned to the sign in page for the Iowa Governor's Boards and Commissions website.
 - h. Enter your account ID and password
- 5. You will be asked to input some general information. Select the "Save and Continue" button at the bottom of the page.
- 6. You will be taken to your Profile Page. Please complete all required information. These are indicated by an asterisk.
 - a. The addresses you provide are validated against the United States Postal Address database. Please provide a correct mailing address.
 - b. If you would like to complete the Profile page later, you may select the "Save Partial Application" button.
 - c. If you complete the Profile, please select the "Save Complete Application" button
 - d. Once you have saved the complete application (profile), you will be asked to affirm the information you provided is correct. You will be asked to type in your name.
 - e. You may upload documents such as resumes by selecting the Upload/View Documents menu item in the menu list located on the left.
- 7. The next item to complete is the Background Information. Please select the "Continue to Background Information" button
- 8. Background Information
 - a. Although the first section is not required, it is very helpful in the processing of your application. Please complete the Yes/No answers.
 - b. Complete all required fields. These are noted with an asterisk.
 - c. You are asked to authorize the Iowa Division of Criminal Investigation and the Governor's Office to obtain records. The particular items are noted on the form. You will once again be asked to type in your name.
- 9. You may now apply to the boards and commissions of your choice.
 - a. You may apply to up to ten (10) boards and commissions.
 - b. Please select the board(s) and commission(s) you wish to apply to by selecting the box at the right of the name.
 - c. When you have finished your selection(s), please select the "Apply" button at the bottom of the page.
 - d. You will be asked to confirm your selections. Please select the "Confirm" button.
- 10. Congratulations! You have now completed the process of applying to Iowa Governor's Boards and Commissions.